

**INSTRUCTIONS**  
**PROPOSED SCHEDULE OF CORRECTIVE ACTION (APC-2-30)**

Please refer to Section 16-87 of the Memphis Air Code or Section 3-9 of the Shelby County Code (reference Chapter 1200-3-20 of the Tennessee Air Pollution Control Regulations in both cases) for information concerning malfunctions, startups and shutdowns.

If necessary, please contact the Memphis and Shelby County Health Department-Air Pollution Control Section (MSCHD-APC), should assistance be needed in completing this form.

**Item 1.-** The right-hand portions of the first two lines are intended for Memphis and Shelby County-Air Pollution Control Section (MSCHD-APC) use only. However, if your facility has been assigned these ID numbers, they can be entered in these spaces. Please note that the legal name of your organization is the name registered with the Tennessee Secretary of State and therefore shall match up with the business number provided by that agency.

**Item 2.-** Mailing address is the address to which correspondence concerning the proposed schedule of corrective action will normally be mailed. A Shelby County address is preferred and should be used whenever possible.

**Item 3.-** Principal technical contact is someone who can be contacted concerning possible questions regarding the corrective action. This should preferably be someone at the plant location if possible.

**Item 4.-** Site address should indicate as clearly as possible the actual source location. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well established reference point such as a town or major road intersection.

**Item 5.-** Location of the emission point should be entered in latitude & longitude to the nearest seconds or in UTM coordinates to the nearest .01 kilometer. For example, 495.27 and 3948.61 are UTM horizontal and vertical coordinates respectively.

**Item 6-7.-** Normal/maximum operation should reflect the operation of equipment covered by this corrective action schedule. Operation at less than normal load, such as boilers operating on an idle, stand-by basis should be included in the operating time. Days/year needs to be entered only if operation is so limited that it cannot be adequately described by days/week and weeks/year.

**Item 8.-** Percent annual throughput should reflect the approximate seasonal nature of the process or fuel burning source. If the operation is not seasonal, enter 25% for each.

**Item 9.-** Emission source number is a simple code which uniquely identifies the equipment covered by the application. It is used to identify the equipment under consideration and to distinguish it from other possibly similar equipment. It should be referenced on all future correspondence concerning the equipment in question. Also list the Flow Diagram Point Number and the Standard Industrial Classification code for the source if known.

**Item 10.-** A description of the operation should very briefly discuss the equipment covered by the corrective action schedule. If a sketch is appropriate, it should clearly represent the emission source covered by the schedule. All emission points within the source should be shown and identified. If a site has more than one emission source requiring corrective action, the sketch should reflect any relationship between the sources. An overall flow diagram needs to be included only once.

**Item 14.-** Starting and completion dates should include day, month and year. Various phases of the corrective action schedule may overlap with the exception of the completion date for adjustment. This date indicates that point in time, after which, the source will be in compliance with regulations or other applicable requirements of the Memphis and Shelby County Air Pollution Control Codes. Verification of compliance, to include stack test results, will be completed by this date.

**Item 16.-** The schedule of corrective action should be signed by the person directly responsible for plant operations.